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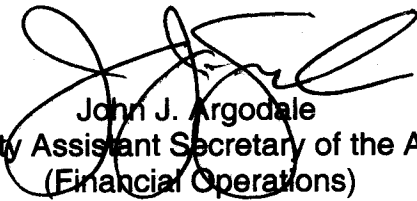
DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
100 ARMY PENTAGON
WASHINGTON DC 20310-0100

OCT 26 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Finance and Accounting Service (DFAS)-Electronic Commerce Initiatives

1. Reference Assistant Secretary of the Army (Financial Management and Comptroller) memorandum dated August 2, 2007.
2. The following reimbursement procedures will be used to charge commands that submit manual travel claims and receiving reports in excess of established usage rates.
 - a. On a monthly basis, DFAS will provide Defense Travel System (DTS) and Wide Area Workflow (WAWF) usage rates by command. My office will review and provide projected monthly assessments. Sample report is at enclosure 1.
 - b. An assessment will be conducted in conjunction with the Fiscal Year 2008 mid-year review. Organizations who are billed directly by DFAS will not be assessed.
 - c. Enclosure 2 lists the criteria that will be used to determine DTS and WAWF usage.
3. If you have any further questions, my point of contact is Wallace Riggins. He can be reached (703) 693-3467 or via e-mail at Rigginsw@Hqda.army.mil.


John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

Enclosures

DISTRIBUTION:
PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

ARMY COMMANDS (ACOMs):
U. S. Army Forces Command (FORSCOM)
U. S. Army Training and Doctrine Command (TRADOC)
U. S. Army Materiel Command (AMC)

ARMY SERVICE COMPONENT COMMANDS (ASCC):

U.S. Army Europe (USAREUR)
U.S. Army Central (USARCENT)
U.S. Army North (USARNORTH)
U.S. Army South (USARSOUTH)
U.S. Army Pacific (USARPAC)
U.S. Army Special Operations Command (USASOC)
Military Surface Deployment and Distribution Command (SDDC)
U.S. Army Space and Missile Defense Command/U. S. Army Forces Strategic
Command (SMDC/ARSTRAT)
Eighth U. S. Army

DIRECT REPORTING UNITS (DRU):

U. S. Army Network Command Enterprise Technology Command (NETCOM),
ATTN: NETCOM-RM
U. S. Army Medical Command/The Surgeon, ATTN: MCRM
U. S. Army Intelligence and Security Command, ATTN: IARM
U. S. Army Criminal Investigation Command, ATTN: CISP-RM
U. S. Army Corps of Engineers, ATTN: CERM-ZA
U. S. Army Military District of Washington, ATTN: ANRM
U. S. Army Test and Evaluation Command. ATTN: CSTE-RM
U. S. Military Academy, ATTN: MA-RM
U. S. Army Reserve Command, ATTN: DAAR-CO
U. S. Army Acquisition Support Center, ATTN: SFAE-RM
Installation Management Command, ATTN: RM

Commandant, U.S. Army Finance School, ATTN: ATSG-FS
American Forces Info Services, ATTN: Budget Office
Defense Acquisition University, ATTN: Budget Office
President, National Defense University, ATTN: NDU-RMD
Director, DFAS

Program Executive Office Ammunition, ATTN: SFAE-AMO, Picatinny Arsenal,
NJ 07806-5000
Program Executive Office Air, Space and Missile Defense, ATTN: SFAE-ASMD,
Huntsville, AL 35807-3801
Program Executive Office Aviation, ATTN: SFAE-AVN, Huntsville, AL 35807
Program Executive Office Combat Support and Combat Service Support,
ATTN: SFAE-CSS, Warren, MI 48397-5000
Program Executive Office Combat, Control, and Communications Tactical,
ATTN: SFAE-C3T, Fort Monmouth, NJ 07703
Program Executive Office Enterprise Information Systems, ATTN: SFAE-PS-A,
Fort Belvoir, VA 22060-5526
Program Executive Office Ground Combat Systems, ATTN: SFAE-GCS, Warren,
MI 48397-5000
Program Executive Office Intelligence, Electronic Warfare and Sensors,
ATTN: SFAE-IEW&S, Fort Monmouth, NJ 07703-5305
Program Executive Office Soldier, ATTN: SFAE-SDR, Fort Belvoir, VA 22060-5422
Program Executive Office Simulation, Training, and Instrumentation,
ATTN: SFAE-AMSTI-CA, Orlando, FL 32826-3276
Program Executive Office Tactical Missiles, ATTN: SFAE-MSL, Redstone Arsenal, AL
35898-8000

Sample Monthly Report for Defense Travel System

Travel FY08 Rates

<u>Command</u>	<u>Win/ATS</u>	<u>DTS Capable</u>	<u>10% Army Pays</u>	<u>MACOM Reimbursement Cost</u>	<u>Total Cost</u>
Manual	\$40.06				
EC	\$2.27				
FORSCOM	100	50	\$200.30	\$1,802.70	\$2,003.00
USA Special Opns Command	75	15	\$60.09	\$540.81	\$600.90

Sample Monthly Report for Wide Area Workflow

Comm Pay FY08 Rates

<u>Command</u>	<u>Paper Receiving Reports</u>	<u>WAWFABLE Receiving Reports</u>	<u>25% Army Pays</u>	<u>MACOM Reimbursement Cost</u>	<u>Total Cost</u>
Manual	\$23.84				
EC	\$4.73				
FORSCOM	500	75	\$447.00	\$1,341.00	\$1,788.00
MEDCOM	1000	500	N/A	N/A	N/A

Endkurse 1

1. The following manual commercial pays are non-wawfable.

- a. Miscellaneous Pay
- b. Central Billed Accounts
- c. Government Purchase Card
- d. PowerTrack submissions
- e. Foreign Currency Transactions (CAPS-Clipper)
- f. Transportation Pay
- g. Cost Type Contracts

2. DTS Capabilities

TRAVEL DTS IS CAPABLE OF:

Routine Business TDY

Local Travel

Group Travel (Same Place/Same Time/Same Transportation)

Leave with Official Travel

Multiple Accountable Stations

Constructive Travel

PLOT

Military Entrance Processing Station (MEPS)

Reserve/Guard (Full Time)

Invitational

TDY on other organization's funds

Foreign Nationals (Unique Number in lieu of SSN) (Cannot obtain GOVCC)

Patient escorts and attendants

TRAVEL DTS IS NOT CAPABLE OF:

Classified Travel

Permanent Duty Station (PDT)

ROTC

Retirees called to active duty

Pre-employment

Emergency situations that occur while on TDY

TDY as part of a PDT

Cadets and Midshipmen

Import/Export for Reserves Troop Program Units (TPUs)

Enclosure 2